

	<div>Montana Operations Manual</div> <div><i>Procedure</i></div>	Policy Number	1120.X02.S01.P02
		Effective Date	August 16, 2011
		Last Revised	August 16, 2011
Issuing Authority	State of Montana Chief Information Officer		
Agency Information Technology Plan			

I. Purpose

This Information Technology Planning (Procedure) defines the steps that Agencies shall follow to develop and maintain Agency Information Technology Plans under 2-17-523 and 2-17-524, MCA.

II. Scope

This Procedure applies to the Department of Administration (Department) / State Chief Information Officer (CIO) as required under 2-17-512(1)(d)(e)(f)(g), MCA and 2-17-522, MCA, and to executive branch Agencies, excluding the university system, as required under 2-17-523, 2-17-524, and 2-17-527, MCA.

III. Requirements

A. The CIO shall:

1. carry out all powers and duties of the Department as assigned by the Director;
2. establish and enforce a State Strategic Plan for Information Technology, as required by the Montana Information Technology Act;
3. distribute the State Strategic Plan for Information Technology to the Governor and the Legislature as provided in 2-17-522 and 5-11-210, MCA;
4. distribute the State Strategic Plan for Information Technology to all Agencies with instructions and schedules for updating and approving Agency Information Technology Plans in accordance with 2-17-522 and 2-17-527, MCA;
5. review and approve Agency Information Technology Plans provided for in 2-17-523, MCA; and
6. coordinate with the Office of Budget and Program Planning (OBPP) to evaluate budget requests that include information technologies resources.

B. Each Agency shall develop and maintain an Agency Information Technology Plan.

1. An Agency's Agency Information Technology Plan must reflect the content and format requirements specified in 2-17-524, MCA.
2. Each Agency's Information Technology Plan must project activities and costs over a 6-year time period, consisting of the biennium during which the plan is written or updated and the 2 subsequent bienniums.
3. An Agency's Information Technology Plan must be submitted to and approved by the CIO.
4. New investments in Information Technology may be included in the Governor's budget only if the project is contained in the Agency's approved Agency Information Technology Plan.

IV. Roles and Responsibilities

- A. (December of each odd-numbered year) –The CIO shall produce a final draft State Strategic Plan for Information Technology and provide copies to the Information Technology Board and to Agencies.
- B. (December of each odd-numbered year) – The CIO shall solicit input from the Information Technology Managers Council regarding the template form and content for Agency Information Technology Plans.
- C. (January – February of each even-numbered year) – The CIO shall draft standards, forms, formats and guidance for Agencies to use to develop their Agency Information Technology Plans.
- D. (March of each even-numbered year) – The CIO shall distribute the standards, forms, formats and instructions to be used by Agencies for developing and submitting their Agency Information Technology Plans.
- E. (April 1 of each even-numbered year) – The CIO shall publish the State Strategic Information Technology Plan.
- F. (March – May of each even-numbered year) – Agencies shall develop their Agency Information Technology Plans and submit them to the CIO according to instructions previously distributed by the CIO. Agencies shall prepare their Agency Information Technology Plans using standards, forms, and formats specified by the CIO.

- G. (May – June of each even-numbered year) – The CIO support staff shall review Agency Information Technology Plans. During the review period, Agencies may be asked to make clarifications or adjustments of items within their plans.
- H. (June 30 of each even-numbered year) – Agencies shall update their Information Technology inventories in the Enterprise Information Technology Inventory Database (Database): <http://mine.mt.gov/EnterpriseITInventory/>
- I. (June 30 of each even-numbered year) – The CIO shall approve Agencies' Information Technology Plans. The CIO shall send a letter of approval to each Agency director. Approved Agency Information Technology Plans shall be posted at the following website: <http://itsd.mt.gov/stratplan/default.mcpX>
- J. (June – July of each even-numbered year) – The CIO shall update SITSD's work plan based on Agencies' service requirements as outlined in their Agency Information Technology Plans.
- K. (July – September of each even-numbered year) – The CIO shall coordinate with OBPP to prepare a statewide summary of Information Technology projects as required by 2-17-526, MCA.
- L. (May – June of each odd-numbered year) – Agencies shall update their Agency Information Technology Plans as necessary and submit the updated version of their Agency Information Technology Plans to the CIO for review and approval.
 - 1. Note: An Agency may update its Agency Information Technology Plan at any time changes occur. Agency Information Technology Plan updates must be submitted to the CIO in a timely manner and may not be held until the next biennial reporting cycle.
- M. (June 30 of each odd-numbered year) – Agencies shall update their Information Technology inventories in the Database: <http://mine.mt.gov/EnterpriseITInventory/>
- N. (July of each odd-numbered year) – The CIO shall review and approve updates to Agency Information Technology Plans.

V. Definitions

Agency Information Technology Plan: Each Agency develops and maintains an Agency Information Technology Plan. An Agency Information Technology Plan includes a statement of the Agency's mission, goals, and objectives for information technology to provide mission-critical services to Montana citizens and businesses.

State Strategic Plan for Information Technology: A report that establishes the statewide mission, goals and objectives for the use of information technology, and

establishes the strategic direction for how state Agencies will develop and use information technology resources to provide state government services.

VI. Changes and Exceptions

The [Statewide Procedure: Developing Statewide Information Systems Procedures and Guidelines](#) shall govern procedure changes or exceptions. Submit requests for a review or change to this instrument by an Action Request form. Submit requests for exceptions by an Exception Request form. Changes to procedures shall be prioritized and acted upon based on impact and need.

VII. Closing

Direct questions or comments about this Procedure to the State of Montana Chief Information Officer at SITSD Service Desk (at <http://servicedesk.mt.gov/ess.do>), or:

PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
FAX: (406) 444-2701

VIII. References

A. Legislation

1. [2-17-505, MCA](#), Policy
2. [2-17-512, MCA](#), Powers and duties of department
3. [2-17-514, MCA](#), Department – enforcement responsibilities
4. [2-17-522, MCA](#), State strategic information technology plan – distribution
5. [2-17-516, MCA](#), Exemptions – university system – office of public instruction – national guard
6. [2-17-523, MCA](#), Agency information technology plans – policy
7. [2-17-524, MCA](#), Agency information technology plans – form and content – performance reports
8. [2-17-526, MCA](#), Information technology project budget summary
9. [2-17-527, MCA](#), Agency information technology plans – review and approval – updates

B. Policies, Directives, Regulations, Rules, Standards, Procedures, Memoranda

1. Statewide Policy: Establishing and Implementing Statewide Information Technology Policies and Standards
2. Statewide Procedure: Establishing and Implementing Statewide Information Technology Policies and Standards
3. Information Technology Planning (Policy)
4. Information Technology Planning (Standard)
5. State Strategic Plan for Information Technology Procedure
6. Agency Information Technology Plan Procedure
7. Biennial Information Technology Reporting Procedure

IX. Administrative Use

Scheduled Review Date: January 1, 2012

Changes: NA